



Keable Homes Ltd  
Sales & Lettings

**SUITE 1, WATLING CHAMBERS  
214 WATLING STREET  
CANNOCK  
WS11 0BD**

**TEL: 01543 468847**

**[www.keablehomes.co.uk](http://www.keablehomes.co.uk)**

**APPLICATION FOR TENANCY**

This form must be completed and signed before any application for tenancy can be formally considered. Applicants are reminded that in addition to the reference information requested herein they must also provide proof of identification and proof of residence.

Keable Homes Ltd charge a Holding/Application Fee. This fee is to cover the cost of processing your tenancy request and the preparation of the Tenancy Agreement and associated documents. The required fees are outlined in the Terms of Application enclosed and, once paid, are non-refundable. Each individual tenant must complete an 'Application for Tenancy'.

If your application is successful you will have to pay a deposit. This deposit will be held by Keable Homes Ltd as stakeholders. The deposit will not be returned until your tenancy is ended and only then provided your rent is paid in full and on the proviso that the household bills are paid (we will require proof) and the property is returned in a satisfactory condition. NB: Before the deposit is refunded we will also consult with the Landlord.

***Property*** \_\_\_\_\_

Property you wish to apply for: \_\_\_\_\_

### **MAIN FEATURES OF AN APPLICATION CONSIDERED ACCEPTABLE:-**

An applicant must

- \* Be 21 years of age or over
- \* Be in a permanent job for a minimum of 6 months
- \* Have a gross income of at least two and a half times the stated rent
- \* Provide ID and proof of address for all applicants (including recent utility bill, driving license and passport) – **WE CANNOT PROCESS THIS APPLICATION WITHOUT ID**
- \* **AGREE TO A FULL FINANCIAL CREDIT CHECK – This considers your money management, credit limits, CCJ's etc.**

### **TERMS OF APPLICATION**

1. All tenancies will be for an initial period of 6 months.
2. All applications must be in writing on the application forms supplied. Forms which are incomplete cannot be processed.
3. All applicants should be in full time employment.
4. All applicants are required to consent to Employers, Personal and Credit References being carried out.
5. It will be assumed that applicants have inspected the property in question and are satisfied as to its general condition.
6. An application fee of £222 including VAT will be made to cover the referencing and processing of the application. The total fee is payable at the time of submitting the application forms. This charge covers the cost of referencing and also includes the preparation of the Tenancy Agreement, associated documents and other administration. **The charge is non-refundable.**
7. **Should you be a couple or two people sharing that have NOT resided at the same address the application fee will be £318 including VAT as you will have to be referenced separately.**
8. The payment of the deposit (the agreed rent figure plus ten pounds) and the first month's rent is due upon signing of the Tenancy Agreement in cash, bankers draft or card payment. Credit cards carry a 2% charge.
9. All rents must be paid by standing order on the 1<sup>st</sup> of every month.
10. The Landlords agent will return the deposit upon a satisfactory final inspection at the end of the tenancy. The deposit cannot be considered at the final month's rent and must not be used for this purpose.
11. Properties must be vacated in the same condition as they were at the beginning of the tenancy. This includes the garden if applicable. All or some of the deposit may be retained to rectify any damage, cleaning or gardening to be done.
12. All services (water, electricity, gas and council tax) will be transferred into the tenant's name.
13. No repairs, alterations or decorations can be carried out without prior written consent from the Landlord.
14. The Tenant's must take out liability insurance which can also cover the Tenants & Landlords contents against accidental damage.

## Tenancy Deposit Scheme

All tenancy deposits now must be protected and registered. You must provide an address where you can be contacted **after you vacate** the property you intend to rent.

We cannot produce the Tenancy Agreement without this address, therefore please enter the post tenancy address in the space provided below. (e.g. parents address)

POST TENANCY  
ADDRESS.....  
.....  
.....

Do you have any criminal convictions?                      Yes                      No

If yes please give  
details.....  
.....  
.....

Who is the person providing the deposit?    Tenant                      Other

If other please give  
details.....  
.....  
.....

Will this property be you're only or principle home?                      YES                      No

### **Tenants Insurance – Your responsibility**

Keable Homes Ltd work in partnership with Let Alliance who will provide you with a no obligation quote for tenant liability insurance upon completion of your reference application. Alternatively you can provide Keable Homes Ltd with a copy of your current policy details prior to move in.

# **General Data Protection Regulations**

## **Privacy Notice**

### **Data Controller**

**Keable Homes Lettings Ltd, Suite 1, Watling Chambers, 214 Watling Street, Cannock, Staffs, WS11 0BD  
Tel – 01543 468847**

**ICO Registration Number: [Z7688162](#)**

### **Your Personal Data**

We will hold and process your personal data for purposes of completing your tenancy application. Your personal data will be shared with our designated credit referencing agency to process the tenancy application and the results of any subsequent credit score/report will be shared with the landlord as part of the decision-making process. We will hold and process your personal data for contractual and/or legitimate reasons. Therefore, your personal data will be shared with third parties to include but not limited to the landlord, contractors to conduct repairs, cloud based property management software systems (password protected), deposit protection schemes and utility companies to ensure the efficient management of the property and tenancy. We will also hold and process your personal data for any lawful reason required such as a law enforcement or a HMRC request. We will not share your personal data with any other third party not connected to the tenancy application without your explicit consent.

### **Right to Deletion**

You have the right to request that all your personal data we hold is deleted. Such a request can be sent to the above address or email, where we will confirm deletion or if not possible, explain the legitimate or lawful reasons why such a request cannot be actioned within 7 working days of receipt.

### **Right to Rectification**

You have the right to request that we amend any personal data we hold for you if you believe it is incorrect. Such a request can be sent to the above address or email, where we will confirm rectification or if not possible, explain the legitimate or lawful reasons why such a request cannot be actioned within 7 working days of receipt

### **Subject Data Access Request**

You have the right to request at any time, confirmation of the actual personal data we hold for you, and how this has been processed. Such a request can be sent to the above address or email which will be actioned within 7 working days of receipt.

### **Complaint**

In the first instance, if you have any complaint about how we hold or process your personal data, then please contact us at the above address or email. If you are still dissatisfied with our response, then you have the right to contact the Information Commissioners Office (ICO) at the following website <https://ico.org.uk/> quoting our ICO registration number which can be found above.

Sign.....

Sign.....

Date.....

**1. Prospective Tenants – please read carefully**

**1.0** The Disclosure of Tenant’s details to One Utility Bill Limited (“One Utility Bill or OUB”) and the incumbent Energy Supplier to the property and the relevant Council District for the property.

**1.1** At the start of the lease, gas and electricity will be provided, or will be in the process of being provided by an Energy Supplier, the details of this supplier will be communicated to the tenants by One Utility Bills customer service team. The tenants are not in a contract with their incumbent energy supplier and are free to choose any Energy Supplier option available to them.

**1.2** The Tenant agrees that the letting agent may pass the Tenant’s name and contact details to One Utility Bill for the purposes of:

**a.** registering the gas and electricity meters at the property in the Tenant’s name with the incumbent Energy Supplier providing gas and electricity to the Tenant and administering the Tenant’s account with the incumbent Energy Supplier if applicable;

**b.** registering the Tenant with the incumbent water supplier to the property.

**c.** informing the relevant district Council of the new tenancy commencing.

The incumbent water supplier may contact the Tenant in order to provide further information about its services and products and conclude an agreement with the Tenant for those services and products.

The relevant district Council may contact the Tenant in order to provide further information about its services and products and conclude an agreement with the Tenant for those services and products.

**1.3** One Utility Bill will use the Tenant’s details only for the purposes set out above and not in any other way. One Utility Bill will comply with their obligations as a data controller in the Data Protection Act 1998 and will handle Tenant’s data in the manner set out in both One Utility Bill’s standard terms and conditions and/or privacy notice.

If the Tenant has any questions regarding details or use of the Tenant’s data held by One Utility Bill the Tenant may contact One Utility Bill at First Floor, 5 Media Exchange, Coquet Street, NE1 2QB or 01916 220 102 or support@oneutilitybill.co .

Sign.....

Sign.....

Date.....

## INDIVIDUAL APPLICATION

**AGENT NAME:** Keable Homes Lettings

**AGENT CODE:** 600255

### SECTION 1 – TO BE COMPLETED BY THE LETTING AGENT

References:  Express  Ultimate  
 Is Global Reference Required?  Express Global  Ultimate Global  
 Do you require Evict?  Yes  No

(For RG complete below)

**Product required**  
 R/G Period:  6 months  12 months  
 R/G Type:  Per Tenant  Per Property

Address line 1: .....

Address line 2: .....

Address line 3: .....

Postcode: .....

Tenancy term: .....

**Tenancy details**  
 Monthly Rental: £..... Rent share for applicant £.....

No. of tenants being referenced .....

Proposed tenancy start date:  
 (Can be altered later if necessary) ...../...../.....

Is the Property Let Only  Fully Managed

### SECTION 2 – TENANTS PERSONAL DETAILS

Title: .....

Forename: .....

Middle Name(s): .....

Surname: .....

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 referencing and insurance  
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Head Office  
 Let Alliance Limited,  
 Dodeleston House,  
 Bell Meadow Business Park,  
 Park Lane,  
 Pulford, Chester,  
 CH4 9EP

T: 01244 421261

London Office  
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 London,  
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[insurance@letalliance.co.uk](mailto:insurance@letalliance.co.uk)  
 Website  
[www.letalliance.co.uk](http://www.letalliance.co.uk)



Date of birth: ...../...../.....

Marital Status: Married  Divorced  Not Married  Civil Partnership

Mobile number .....

Contact details: Contact number .....

E-mail address .....

If you have ever been known by another name please confirm it here .....

**SECTION 2 – TENANTS PERSONAL DETAILS (continued)**

You must provide three years address history

**Present address**

Address line 1: .....

Address line 2: .....

Address line 3: .....

Postcode: .....

Time at this address: ..... Yrs .....mths

Address Status (circle): Owner Rented Accommodation  
Living with Parents/Friends Other: .....

**Previous address 1:**

Address line 1: .....

Address line 2: .....

Address line 3: .....

Postcode: .....

Time at this address: ..... Yrs .....mths

**Please Complete if you have been at your current address less than 6 months**

Address Status (circle): Owner Rented Accommodation

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T: 020 7648 4350



Living with Parents/Friends Other: .....

**Previous address 2:**

Address line 1: .....

Address line 2: .....

Address line 3: .....

Postcode: .....

Time at this address: .....Yrs .....mths

(If more space required, please use reverse of form)

**SECTION 3 – LANDLORD / LETTING AGENT DETAILS**

Name of Landlord / Letting Agent:  
 ( where you are living at present or if not renting, the details of your last Landlord or Agent ) .....

**Please Note :**  
**Failure to provide adequate contact details could delay your application**

Number: .....

Email: .....

Fax: .....

Address line 1: .....

Address line 2: .....

City: ..... Postcode: .....

**Tenant Credit Information (if applicable)**

**ADVERSE CREDIT**

Do you have any current/historic or pending adverse credit? Yes / No

If Yes, give details .....

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IT IS IMPERATIVE THAT YOU DECLARE ANY ADVERSE CREDIT, WHETHER IT IS SATISFIED OR UNSATISFIED. FAILURE COULD HAVE A DETRIMENTAL AFFECT ON YOUR APPLICATION.

Do you have any CCJs or Court Decrees? Yes / No

If Yes, give details.....

Have you ever been declared bankrupt or any IVA's, etc.? Yes / No

If Yes, give details.....

**SECTION 4 – EMPLOYMENT DETAILS**

**Current Employment Status**

Please circle one:    Employed    Unemployed    Self Employed    Independent Means  
    Contract Worker    Temp Worker    Student    Retired

**NOTE: If Self-Employed, a Director of your own Company, Retired or Independent Means, go to Section 5**

Name of company: .....

If company Director, Company Number: .....

Position .....    Gross Salary .....

Shift Allowance .....    Overtime .....

Bonus .....    Car Allowance .....

Name of company:  
 If Company Director, Company Number:

London Weighting .....

Payroll No.....    Start Date...../...../.....    Full Time / Part Time (circle)

Address line 1: .....

Address line 2: .....

Address line 3: .....

Postcode: .....

Contact name: .....

Email: .....

Contact Number: .....

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 Website  
[www.letalliance.co.uk](http://www.letalliance.co.uk)



Fax number: .....

Contact Position: .....

Is your current position going to change in the near future Yes / No

If yes, please complete as below:

**Future employment details**  
(if current position is due to change in the near future)

**Future  
Employment  
Status**

Please circle one:      Employed      Unemployed      Self Employed      Retired  
Contract Worker      Temp Worker      Student      Independent Means

Name of company: .....

Position .....      Gross Salary .....

Shift Allowance .....      Overtime .....

Bonus .....      Car Allowance .....

London Weighting .....

Payroll No.....      Start Date...../...../.....      Payroll No.....

Address line 1: .....

Address line 2: .....

Address line 3: .....

Postcode: .....

Position which you will hold: .....

Contact name: .....

Email: .....

Contact Number: .....

Fax: .....

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Do you have any other source of income? Additional Income (proof will be required)	Tax Credits	£.....	Disability Benefit	£.....
	Child Maintenance	£.....	Housing Benefit	£.....
	Carers Allowance	£.....	Fosterers Allowance	£.....
	Child Benefit	£.....	Employment Support Allowance	£.....
	Guardian Allowance	£.....		
	Additional Income 1	£.....	Additional Income 1	£.....
	Description .....		Description .....	

**SECTION 5 – ACCOUNTANT / PENSION PROVIDER**

Self-Employment/Retired / Independent Means      Start Date      ...../...../.....

Annual Income - £.....      Will accountant be verifying income?      Yes / No

Does the applicant have a private pension      Yes / No      How many? .....

Have finalized accounts been prepared? (circle)      Yes – by accountant      Yes – Self Assessment      No

**Accountant / Pension Company details**

Name of Accountant: .....

Name of Pension Company: .....

Pension No.....      Pension amount £.....

Address line 1: .....

Address line 2: .....

Address line 3: .....

Postcode: .....

Contact name: .....

Email: .....

Contact number: .....      Fax number: .....

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**NATIONAL INSURANCE NUMBER:**

Please provide your NI number .....

**Nationality** .....

**OTHER OCCUPANTS: Details of other people who will be staying in the property**

Number of adults: ..... Number of children: .....

Are any of the occupants Smokers? Yes / No

Do you have any pets? Yes / No

If yes to these questions, please provide details: .....

**EMERGENCY CONTACT: (This must not be a cohabiting tenant)**

Next of Kin name: .....

Contact telephone number: .....

e-mail address: .....

Home address: .....

Relationship to tenant: .....

**SECTION 6 – DECLARATION**

I hereby certify that the information provided is true and accurate and give permission for this information to be verified by third parties and disclosed as detailed above for the purpose of:

- Performing a credit search by a third party agency
- Contacting my current, previous employers and referees to confirm the details provided
- Fraud prevention, credit assessment and insurance decisions

I understand that the results of these searches, **and any documentation shared with Let Alliance**, will be provided to the Letting Agent and accessed again in the event of a default in my rental payments.

I understand that I can request the details of any credit reference agencies used so that I can verify with them the information provided.

I understand that if I default on my tenancy obligations, this information may be released to authorised debt recovery agencies and could affect any future applications I make for tenancies, credit and insurance.

I understand that providing false information may lead to early termination of any subsequent tenancy agreement. I am happy for Let Alliance to contact me in respect to this application if required. I have read and agree to be bound by the above terms.

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Keable Homes Lettings work in partnership with Let Alliance who will provide you with a no obligation quote for tenant liability insurance upon completion of your reference application. Alternatively, you can provide Keable Homes Lettings with a copy of your current policy details prior to your move in.

Signature: ..... Date: .....

**PLEASE RETURN THIS APPLICATION FORM TO YOUR LETTING AGENT  
SHOULD YOU HAVE ANY QUESTIONS REGARDING YOUR APPLICATION  
PLEASE DO NOT HESITATE TO CONTACT US ON 01244 421 261 OR EMAIL US AT  
[TENANT@LETALLIANCE.CO.UK](mailto:tenant@letalliance.co.uk)**

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